

License/Acct. #

**City of Durham**  
**Business License Unit**  
**101 City Hall Plaza, Durham, NC 27701**  
**(919) 560-4700**  
**businesslicense@ci.durham.nc.us**

City/County Planning Dept

Permit Type: NB or HO

Approved by:

Approval Date:

### General Merchant Privilege Business License Application

|                          |  |
|--------------------------|--|
| <b>Application Date:</b> | <b>Start Date of your Business Activity:</b> |
|--------------------------|--|

|  |   |             |
|--|---|-------------|
| <b>Business Ownership Type:</b>  |   |             |
| <input type="checkbox"/> Corporation (Including LLC's and S Corps)   | <input type="checkbox"/> Sole Proprietorship/Partnership                                      |             |
| Corporation Name or Business Owner's Name:   |   |             |
| DBA (Doing Business As) Name:  |   |             |
| Physical Address of Business Location. Note: (Include any suite or apartment #, city, state, & zip code) <b>Do not use a P.O. Box #</b> as your physical business location |   |             |
| Federal Tax Identification Number:   | North Carolina State Occupation/ Board License Number: (If applicable, Provide documentation) |             |
| Business Correspondence Mailing Address: (Include any suite or apartment #, city, state & zip code)  |   |             |
| Business Location Telephone Number:  | Cellular Telephone Number:  | Fax Number: |
| E-mail Address:  |   |             |
| Provide a detail description of your business activities:  |   |             |
| Do you have other businesses that you are operating in Durham? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |             |
| If "Yes", List business locations:   |   |             |

|                                     |                            |                           |
|-------------------------------------|----------------------------|---------------------------|
| <b>Primary Contact Information:</b> |                            |                           |
| Contact's Full Name:                |                            | Relationship to Business: |
| Mailing Address:                    |                            | Email Address:            |
| Telephone Number:                   | Cellular Telephone Number: | Fax Number:               |

|  |  |  |
|--|--|--|
| <b>Business Zoning Requirement</b>   |  |  |
| <b>Please submit your Home Occupation Permit or New Business Verification Form along with this application.</b>  |  |  |
| Is your business home based in the City and /or County of Durham? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |  |
| <p><b>Each business must have a principal location.</b> A business is considered to be Home Based if the principle location of the business is a residence. This includes businesses of a mobile nature such as construction companies, mobile car repair, power washing, repair services, etc.</p> <p>If you answered "Yes" to your business is based in the City and/or County of Durham. Our policy requires that you obtain a Home Occupation Use Permit from the Zoning Division of the City/County Planning Department (919) 560-4137.</p> <p>If this is a new business located in Durham and is not home based, our policy requires that you obtain a New Business Zoning Verification Form from the Zoning Division of the City/County Planning Department.</p> <p>If you are applying by mail, please include your completed Home Occupation Use Permit or New Business Zoning Verification Form with your Privilege License Application.</p> |  |  |

## City of Durham Privilege Business License Tax Schedule "A" and "B" Application

|                         |  |
|-------------------------|--|
| <b>Tax Schedule "A"</b> | Refer to the Tax Schedule for the appropriate tax rate for your business classification  |
| <b>Tax Schedule "B"</b> | Refer to the Tax Schedule for the appropriate tax sections that are applicable to your business activities.  |
| <b>New Business:</b>    | <p><b>January 1<sup>st</sup> to June 30<sup>th</sup> Startups:</b> If you are starting your business after January 1<sup>st</sup> but before June 30<sup>th</sup>, you will need to estimate your gross receipts from your start date of business through June 30<sup>th</sup> of the current calendar year as the basis for calculating the correct taxes due. Refer to Schedule "A" of the Privilege License Tax Schedule for the appropriate tax rate.</p> <p><b>July 1<sup>st</sup> to December 31<sup>st</sup> Startups:</b> If you are starting your business after June 30<sup>th</sup> but before December 31<sup>st</sup>, you will need to estimate your gross receipts from your start date of business through December 31<sup>st</sup> of the current calendar year as the basis for calculating the correct taxes due. Refer to Schedule "A" of the Privilege License Tax Schedule for the appropriate tax rate.</p> |
| <b>Renewal:</b>         | You will need to use the exact gross receipts as reported on your most recently completed Federal Tax return which is based on the prior calendar year from Jan 1 <sup>st</sup> through December 31 <sup>st</sup> . Refer to Schedule "A" of the Privilege License Tax Schedule for the appropriate tax rate.  |
| <b>Please Note:</b>     | Exclude any income from your calculations that are from business activities that are taxed under the flat tax rates list in Schedule B. You will need to report them below under Schedule B.   |

### Report Your Schedule "A" Taxes Due Here:

| Tax Sections  | Business Activity         | Gross Receipts | License Tax Due |
|---|---------------------------|----------------|-----------------|
| 72  | Service Establishment     | \$             | \$              |
| 73A   | Retail Merchant           | \$             | \$              |
| 73B   | Wholesale Merchant        | \$             | \$              |
| 73D   | Retail/Wholesale Merchant | \$             | \$              |
| 74  | Manufacturer              | \$             | \$              |
| <b>**The gross receipts reported in this section are for the period:</b> /     /     to     /     /     . |                           |                |                 |

### Report Your Schedule "B" Taxes Here:

| Tax Sections  | Business Activity | No. Rooms/Seats/Operators/Etc (If applicable) | License Tax Due |
|---|-------------------|---|-----------------|
| (Refer to the Schedule "B" Tax Schedule and report your applicable business activity) |                   |   |                 |
|   |                   |   |                 |
|   |                   |   |                 |
|   |                   |   |                 |
|   |                   |   |                 |

Any business that begins or continues to engage in a business taxed under the License and Privilege License Tax Ordinance of the City of Durham, without payment of such tax, is liable for an additional tax of five percent (5%) of the original tax due for each month or portion thereof that the tax is delinquent. The minimum penalty is five dollars (\$5.00) to a maximum penalty of twenty-five percent (25%) per each license year due. The license year begins on July 1<sup>st</sup> and ends June 30<sup>th</sup>.

**Note: All Privilege Business License Taxes, Including back taxes and penalties, must be paid before a license can be issued.**

### Report Your Past Due Taxes and Penalties Here:

| License Year           | Gross Receipts | Schedule "A" | Schedule "B" | Total Tax                  | Penalty % | Penalty Amount | Add Schedules "A" & "B" from above                  | \$        |
|------------------------|----------------|--------------|--------------|----------------------------|-----------|----------------|---|-----------|
|                        | \$             | \$           | \$           | \$                         |           | \$             | Past Due Tax  | \$        |
|                        | \$             | \$           | \$           | \$                         |           | \$             | All Penalties                                       | \$        |
|                        | \$             | \$           | \$           | \$                         |           | \$             | <b>Total License Tax &amp; Penalty</b>              | <b>\$</b> |
| Total Past Due Tax: \$ |                |              |              | Total Past Due Penalty: \$ |           |                | *Return Check Fee = Maximum Allowed under State Law |           |

**Please read the following statement and sign the appropriate space below:**

I affirm, under penalties prescribed by law, that I have examined this application and statement; and that to the best of my knowledge and belief, it is true, complete, and made in good faith for the taxable period stated pursuant to the City of Durham License Tax Ordinance. I understand that the issuance of a Privilege License does not constitute acceptance or approval of the use of the above named location as having complied with existing building codes, fire prevention code, zoning code, city ordinance, or state law. A licensee shall remain fully liable and responsible for bringing the premises in conformity with all applicable City and State Codes. Additionally, a licensee shall be responsible for notifying the City of Durham of any change in location and/or mailing address. It is the responsibility of the licensee to renew the Privilege License prior to July 1.

Signature of person making application \_\_\_\_\_ Relationship to Business \_\_\_\_\_

Print name of person making application \_\_\_\_\_